

FRESNO, CALIFORNIA
CLASS SPECIFICATION
ASSISTANT PLANNER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Assistant Planner is the first and entry level in a three level Planning series. Incumbents compile, analyze, and interpret data related to social, economic, population, and land use trends and prepare written reports and makes recommendations on various contemporary planning and environmental matters, policies and procedures.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision, progressing towards independently performing the essential duties of the classification.

The Assistant Planner is distinguished from the Associate Planner, which has responsibility for more complex planning activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|--------------|
| 1. | Provides information and assistance to the public , project applicants, developers, architects, engineers, and internal staff regarding questions on zoning, land use, current and long-range planning, subdivisions , development standards, Municipal Codes, State and Federal laws, and/or other related issues. | Daily
50% |
| 2. | Receives, logs, and tracks development entitlements, subdivision maps, and other planning related items. | Daily
15% |
| 3. | Prepares correspondence, written analyses, and reports related to a variety of planning issues, activities, and results, which may encompass environmental assessment, entitlements, and/or other applicable issues | Daily
10% |
| 4. | Organizes and maintains departmental project files and related materials. | Weekly
5% |
| 5. | Makes presentations and participates in a variety of meetings, committees, and public hearings in order to gather and convey information. | Weekly
5% |
| 6. | Performs various types of research, special studies, site analyses, design review, environmental assessments and related matters associated with planning issues, the zoning ordinance, community and specific plans, the general plan, land use regulations, and pertinent policies and procedures. | Weekly
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Assists in developing presentations, graphic representations, and/or other applicable information related to planning issues.	Weekly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Urban Planning, Geography, Landscape Architecture, Architecture, Environmental Sciences, Engineering, Public Administration, Business Administration or related field is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C license.

Knowledge (position requirements at entry):

Knowledge of:

- Contemporary urban and regional planning terminology, techniques, and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Smart growth concepts
- Mathematical concepts
- Research methods
- Customer service policies, principles and practices
- General writing principles and report writing techniques

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Providing customer service
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Exercising independent judgment within general policy guidelines and operating parameters
- Ability to prepare and make effective oral presentations
- Preparing and performing mathematical calculations
- Analyzing a variety of statistical data and/or information and making recommendations based on findings
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008